

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Environmental Program Scientist

Class Code: 51477

A. Purpose:

Manages a statewide environmental program to promote compliance with environmental laws and regulations and to ensure effective management of the state's natural resources.

B. Distinguishing Feature:

Environmental Program Scientists have primary responsibility for statewide, multi-faceted environmental program(s) that require extensive interdisciplinary coordination among several other programs within the department and federal, state, and local agencies.

Environmental Senior Scientists manage statewide program(s) that consist of several smaller programs and projects, serve as team leaders over other environmental scientists; provide expert advice to senior management and other state and federal agencies; and are experts on technical issues within their program areas.

Environmental Project Scientists implement and maintain environmental project(s), study(ies), or program(s).

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops, implements, and manages a statewide environmental program containing many facets to meet state, federal, and/or local goals or compliance with applicable standards.
 - a. Directs activities with federal, state, and local agencies.
 - b. Develops conceptual design of a program or projects and studies.
 - c. Prepares plans and procedures for activities such as data collection, inspections, permitting, licensing, and risk assessment (e.g., determines type, location, and amount of monitoring to be done).
 - d. Reviews complex environmental impact statements and writes departmental comments.
 - e. Proposes legislation and administrative rules relating to the program.
 - f. Coordinates technical data evaluation and report preparation.
 - g. Provides budget input pertaining to program area.
 - h. Develops and recommends necessary criteria and standards pertaining to the program.
 - i. Conducts inspections to collect data and determine compliance.
2. Manages grants and contracts to ensure effective use of available funds.
 - a. Develops grant proposals.
 - b. Writes applications for federal grants and grant extension requests.
 - c. Administers fund programs.
 - i. Reviews and selects contractors.
 - ii. Evaluates work plans from consultants; issues work orders.
 - iii. Tracks, reviews, and projects expenditures.
 - iv. Provides documentation for recovery of expenditures.
 - v. Writes progress reports on usage of funds.
 - vi. Writes requests for proposals.
3. Assesses the environmental impact of projects, and resolves problems and deficiencies in

projects to ensure there are no negative effects to the environment, compliance with standards is achieved, and the state's long range goals are met.

- a. Identifies environmental hazards and public health risks; informs appropriate agencies of the hazards.
 - b. Evaluates and assesses deficiencies in projects.
 - c. Recommends strategies or corrective procedures for deficiencies.
 - d. Monitors the progress of corrective actions.
4. Provides scientific/technical expertise on complex, natural resources projects to facilitate resolution of the issue.
 - a. Serves on interagency committees and task forces to solve interdisciplinary natural resources problems.
 - b. Provides testimony for legislative committees, public hearings, and court actions with technically and scientifically valid supporting documentation.
 5. Writes or reviews permits and statements of basis to achieve compliance with laws, rules, and regulations.
 6. Assigns and monitors work of individuals who are not subordinates to ensure that program objectives are met.
 - a. Plans work assignments.
 - b. Provides technical assistance to ensure deadlines are met.
 - d. Oversees data evaluation and reports.
 - d. Directs inspections and enforcement activities.
 - e. Reviews permits pertaining to the program.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Natural Resources Administrator. Does not supervise.

E. Challenges and Problems:

Challenges include developing plans and procedures for implementing programs. This is difficult because the impact of programs must be assessed using limited data. Implementation of programs is further complicated by frequently changing state and federal regulations.

Typical problems include recommending enforcement action, recommending solutions to settle jurisdictional problems and conflicts of interest in cases of pollution incidents, scheduling of staff and tracking budgets, interpreting the impact of various pollution sources, minimizing environmental damage, and addressing long term health concerns.

F. Decision-making Authority:

Decisions include recommending enforcement action; whether environmental assessments are adequate; appropriate response actions to correct problems, whether to notify other agencies; whether to develop, amend, or extend contracts; approving payment requests for grant expenses; resources needed to clean up regulated substance spills; assignment of work to subordinates and determining the quality of their work; and development of quality control procedures, tests, and control limits for monitoring systems.

Decisions referred to a superior include approval of enforcement procedures, compliance agreements, and permit requirements; approval of quality control procedures; the staffing level necessary to implement activities; if legal action should be taken against a facility or individual in violation of statutes or regulations; the scope of and budget for programs and projects; legislation and rule changes; and approval of contracts and grant proposals.

G. Contact with Others:

Daily contact with the general public, facility operators, and local government officials to offer advice on what is needed to comply with statutes and regulations and to provide technical assistance in interpreting results of tests. Daily contact with federal agency staff to coordinate projects and obtain interpretations of federal requirements. Daily contact with consultants to monitor progress on projects and to coordinate activities.

H. Working Conditions:

Field inspections involve outdoor work in all types of weather on construction sites, hazardous material sites, and waste water and water treatment plants, and around oil, mines, and gas and water wells. Potential exposure to hazardous chemicals, radiation, poisonous gases, and infectious bacteria.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- the principles of natural science as they are related to environmental control;
- water pollution biology, chemistry and bacteriology of water and wastewater, and the technology for water pollution control and measurement;
- chemical and physical properties of air pollutants, pesticides, solid or hazardous waste, public health assessments, or ground water; and technology for their control measurements;
- statistical and mathematical models applied to the analyses of environmental data;
- federal, state, and local environmental regulations;
- methods, procedures, and purposes of investigative analyses;
- the principles of effective human relations and dealing with the public;
- legislative processes, functions, and enactment;
- basic principles and terminology of data processing.

Ability to:

- establish and maintain working relationships with associates, the regulated community, and the general public;
- assign appropriate priorities to work activities based on organizational goals and situational pressures;
- write clearly and concisely and in logical sequence;
- favorably present and promote departmental priorities, services, and actions internally and externally;
- comprehend, interpret, and implement environmental laws and regulations.